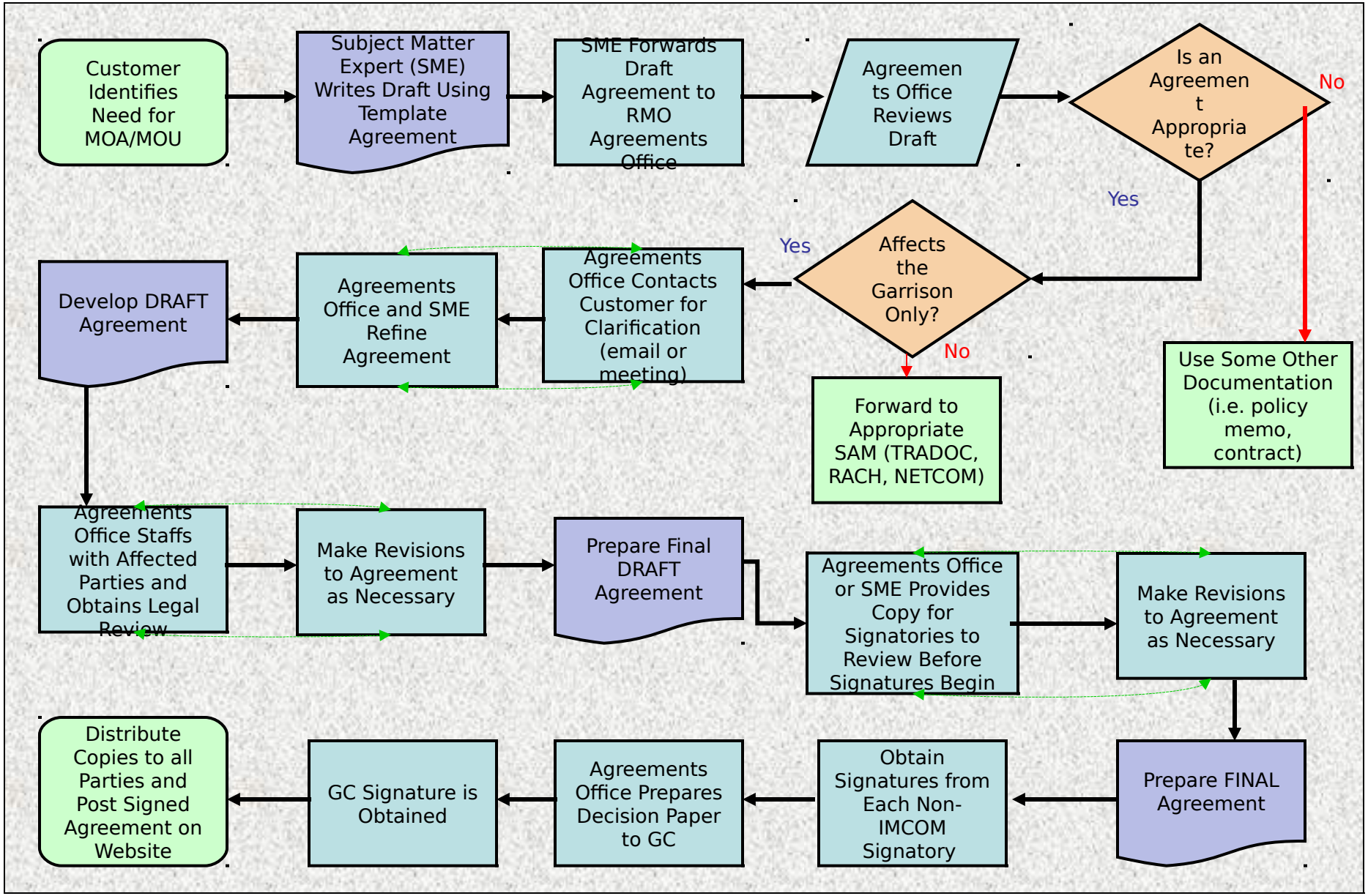
AGREEMENTS OFFICE

Svc 70 Memorandums of Agreement/Understanding (MOA/MOU) Process


Customer Identifies Need for MOA/MOU
Subject Matter Expert (SME) Writes Draft Using Template Agreement
SME Forwards Draft Agreement to RMO Agreements Office
Agreements Office Reviews Draft
Is an Agreement Appropriate?
No
Yes
Affects the Garrison Only?
Yes
No
Agreements Office Contacts Customer for Clarification (email or meeting)
Agreements Office and SME Refine Agreement
Develop DRAFT Agreement
Forward to Appropriate SAM (TRADOC, RACH, NETCOM)
Use Some Other Documentation (i.e. policy memo, contract)
Agreements Office Staffs with Affected Parties and Obtains Legal Review
Make Revisions to Agreement as Necessary
Prepare Final DRAFT Agreement
Agreements Office or SME Provides Copy for Signatories to Review Before Signatures Begin
Make Revisions to Agreement as Necessary
Prepare FINAL Agreement
Obtain Signatures from Each Non-IMCOM Signatory
Agreements Office Prepares Decision Paper to GC
GC Signature is Obtained
Distribute Copies to all Parties and Post Signed Agreement on Website